



The City of Liberty
Liberty Community Development
Corporation

1829 Sam Houston
Liberty, TX 77575
www.cityofliberty.org

Meeting

April Gilliland
City Secretary
936-336-3684

~ Agenda ~

Tuesday, February 20, 2024

6:00 PM

City Council Chambers

The Liberty Community Development Corporation of Liberty, Texas reserves the right to meet in closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

I. CALL TO ORDER

A.

ATTENDEE NAME	PRESENT	ABSENT	LATE	ARRIVED
President Barbara Norwood				
Vice-President Michael Dorsett Jr.				
Secretary Kathrine McCarty				
Board Member Mark Campbell				
Board Member Dan VanDeventer				
Board Member Marsha LaFour				
Board Member Betty Runkle				

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

Citizen Forum is reserved for members of the public who would like to address the LCDC Board regarding agenda and non-agenda items. Please be aware that, under Texas Law, the Board may not deliberate or take any action during citizens' comments for items not on the agenda. In some situations, City Staff may be able to respond to the public comment with a factual statement or clarification. The LCDC Board of Directors may have the item placed on a future agenda for action or refer the item to Management and Staff for study or conclusion.

III. PRESENTATIONS / REPORTS

- A. General Manager's Report - General Manager - Tom Warner, Topics include Business Facade Grant Program, Economic Development Agreements, Projects, Permits, Golf Course and Airport**
- B. Finance Report**

IV. CONSENT AGENDA

All consent items listed are considered to be routine by the Liberty Community Development Corporation and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member so requests, and if such a request is made, the item will be removed from the Consent Agenda and considered in a normal sequence on the agenda.

A. Minutes Approval

1. January 23, 2024

V. REGULAR AGENDA**A. Regular Session**

1. Consider awarding a grant to the Health Center of Southeast Texas in the amount of \$2,375 related to the Business Façade Improvement Grant Program.
2. Consider awarding a grant to Ali Zolfaghari in the amount of \$9,467.50 related to the Business Façade Improvement Grant Program.

B. Executive Session

1. Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations
 - Discussion regarding economic development negotiations

C. Reconvene into Regular Session**VI. ADJOURNMENT****A. Motion To: Adjourn**

I certify that the attached Notice of Meeting was posted on the bulletin board and in the Message Centers located on the east and west sides of the City Hall Administration Building, located at 1829 Sam Houston on the 16th day of February, 2024 at 5:00 p.m. This notice will remain so posted continuously for at least 72 hours preceding the scheduled time of said meeting in accordance with Chapter 551 of the Texas Government Code.

April Gilliland

April Gilliland, City Secretary

NOTICE

In compliance with the Americans with Disabilities Act, the City of Liberty will provide reasonable accommodation for persons attending and/or participating in this Council Meeting. To better serve you, requests must be made at least 24 hours prior to the meeting. Contact the City at (936) 336-3684 or by Fax at (936) 336-9846. The building is wheelchair accessible, with parking available, on the west side of the building.

I certify that the attached Notice and Agenda of items to be considered by the City Council was removed by me from the bulletin board at the City Hall on the _____ day of _____, _____.

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: February 20, 2024

Agenda Wording: General Manager's Report - General Manager - Tom Warner, Topics include Business Facade Grant Program, Economic Development Agreements, Projects, Permits, Golf Course and Airport

Department: Community Development

Subject:

Background: This agenda item affords the General Manager the opportunity to update the Board members and public on current and future projects, activities and other items related to the Corporation's business.

- In the FY24 Budget, the LCDC Board of Directors approved \$90,000 for the Business Facade Grant Program and \$76,036 remains. Two grants have been approved to date:
 - ETEC Realty (116 McManus) - \$9,405 - PAID on 01-08-24
 - Abshire & Sons Bookkeeping (1315 N San Jacinto) - \$4,559 - PAID on 1-12-24
- One facade grant totaling \$8,500 has been approved in the prior fiscal year that has not yet been paid:
 - Resident Suites (2626 Highway 90) - \$8,500
- LCDC has two outstanding economic development agreements:
 - SwampSmoke, LLC (\$25,000) – Approved on 12/21/21; Business Grand Opening on 3/2/23
 - RKR Restaurants, LLC (\$65,000) – Approved on 7/18/23
- Completed Projects
 - Tidal Wave - New Build (3109 N Main)
 - Health Center of Southeast Texas - Relocation (1400 N Travis)
- Projects Under Construction – New Construction and Additions
 - KJ Chemical Phase II - Expand parking lot and driveway (4003 Beaumont)
 - Wendy's - New Build (1912 US 90)
 - Popeyes - Re-Build (1710 US 90)
 - Liberty County Warehouse - New Build (318 San Jacinto)
 - Liberty High School - Welding Pavilion (2615 Jefferson)

- Liberty High School - Softball/Baseball Training Facility (2615 Jefferson)
- Fire Station No. 2 - New Build (119 Bowie)
- Projects Under Construction – Renovations and Remodels
 - Lakeland Apartments – Convert commercial buildings into apartments (2704 N Main)
 - Group Home - Interior Remodel (1801 Grand)
 - Odum Oil & Gas - Office Remodel (1914 Myrtle)
- Infrastructure Projects
 - Liberty High School Drainage Improvements (2615 Jefferson)
- Upcoming Projects
 - RV Park (700 Port Road) – *Plans are currently under review*
 - Casa Del Pueblo (1110 Highway 90) – *Plans are currently under review*
 - Car Wash (2812 N Main) – *Plans are currently under review*
- On January 9, the City Council authorized the City Manager to negotiate a lease agreement with Rodney Calhoun to operate a restaurant at the golf course. You can find information about Mr. Calhoun from his Facebook page: <https://www.facebook.com/CalhounsCrawfishCo>.
- The new LED runway lights for the airport runway were installed on January 11.
- The Liberty Central Food Truck Park is operational. You can find more information about them here: <https://www.libertycentral.com/>
- The city signed a contract with The Retail Coach on January 23 for retail recruitment assistance.
- On February 12, The City Council ratified LCDC's additional expenditure for the wildlife fence and the expenditure for the Utilities and Public Safety Grant Program. The expenditure for the pickleball courts and pavilion was not ratified.
- Faux Real Trade Days is on February 23rd – 25th. All activities take place at the TVE Fairgrounds (321 FM 563).
- The Liberty Jubilee is scheduled for March 22nd and 23rd.
- The Tidal Car Wash opened on February 14, 2024.

Funding Source: n/a

Staff Recommendation: n/a

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: February 20, 2024

Agenda Wording: Finance Report

Department: Finance

Subject: Finance Report

Background: This agenda item affords the Assistant City Manager / CFO an opportunity to report on the financial activities and position of the Liberty Community Development Corporation, to include revenues, liabilities, assets, and other financial information.

Funding Source: n/a

Staff Recommendation: n/a

C I T Y O F L I B E R T Y
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2023

21 -LIBERTY COMM. DEV. CORP.
FINANCIAL SUMMARY

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>						
	ALL REVENUE	1,274,950.00	98,718.76	323,178.45	25.35	951,771.55
	*** FUND TOTAL REVENUE ***	1,274,950.00	98,718.76	323,178.45	25.35	951,771.55
		=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>						
	LIBERTY COMMUNITY DEV	1,274,950.00	17,398.70	40,377.77	3.17	1,234,572.23
		-----	-----	-----	-----	-----
	*** FUND TOTAL EXPENDITURES ***	1,274,950.00	17,398.70	40,377.77	3.17	1,234,572.23
		=====	=====	=====	=====	=====
	EXCESS REVENUES/EXPENDITURES	0.00	81,320.06	282,800.68	0.00	(282,800.68)
		=====	=====	=====	=====	=====

C I T Y O F L I B E R T Y
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2023

21 -LIBERTY COMM. DEV. CORP.
REVENUE

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>ALL REVENUE</u>						
321-0101	SALES TAX REVENUE	1,150,000.00	89,912.35	297,751.12	25.89	852,248.88
321-0110	INTEREST INCOME	50,000.00	8,806.41	25,427.33	50.85	24,572.67
321-2120	TRANSFER IN FROM FUND BALANCE	74,950.00	0.00	0.00	0.00	74,950.00
		-----	-----	-----	-----	-----
***	FUND TOTAL REVENUE ***	1,274,950.00	98,718.76	323,178.45	25.35	951,771.55
		=====	=====	=====	=====	=====

FINANCIAL STATEMENT

AS OF: DECEMBER 31ST, 2023

21 -LIBERTY COMM. DEV. CORP.

LIBERTY COMMUNITY DEV

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>3-CHARGES & SERVICES</u>						
421-307	MAINTENANCE WEBSITE	7,500.00	18.07	54.21	0.72	7,445.79
421-309	MARKETING & ADVERTISING	32,000.00	235.73	9,951.07	31.10	22,048.93
421-313	MISCELLANEOUS	6,880.00	4,759.90	4,759.90	69.18	2,120.10
421-314	TRAVEL & TRAINING	5,000.00	45.00	45.00	0.90	4,955.00
421-315	DUES & MEMBERSHIPS	1,500.00	0.00	0.00	0.00	1,500.00
421-319	LEGAL FEES	5,000.00	0.00	324.00	6.48	4,676.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		57,880.00	5,058.70	15,134.18	26.15	42,745.82
<u>4-OTHER</u>						
421-423	BUSINESS INCENTIVES FACADE	90,000.00	0.00	638.59	0.71	89,361.41
421-424	ECONOMIC DEVELOPMENT PRIOR YR	90,000.00	0.00	0.00	0.00	90,000.00
421-425	HWY 90 MEDIAN	85,000.00	0.00	0.00	0.00	85,000.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		265,000.00	0.00	638.59	0.24	264,361.41
<u>6-DEBT SERVICE</u>						
421-619	INTEREST SERIES 2014	78,320.00	0.00	0.00	0.00	78,320.00
421-620	PRINCIPAL SERIES 2014	155,000.00	0.00	0.00	0.00	155,000.00
421-621	ADMIN FEES SERIES 2014	750.00	0.00	0.00	0.00	750.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		234,070.00	0.00	0.00	0.00	234,070.00
<u>7-TRANSFERS</u>						
421-728	TRANSFER TO AIRPORT FUND	40,000.00	0.00	0.00	0.00	40,000.00
421-730	TRANSFER TO GENERAL FUND	200,000.00	0.00	0.00	0.00	200,000.00
421-732	TRANSFER TO GOLF COURSE	30,000.00	12,340.00	24,605.00	82.02	5,395.00
421-733	TRANSFER TO FLEET FUND	48,000.00	0.00	0.00	0.00	48,000.00
421-734	TRANSFER TO CAPITAL PROJECTS	400,000.00	0.00	0.00	0.00	400,000.00
		-----	-----	-----	-----	-----
** CATEGORY TOTAL **		718,000.00	12,340.00	24,605.00	3.43	693,395.00
		-----	-----	-----	-----	-----
** DEPARTMENT TOTAL **		1,274,950.00	17,398.70	40,377.77	3.17	1,234,572.23
		=====	=====	=====	=====	=====
*** FUND TOTAL EXPENDITURES ***		1,274,950.00	17,398.70	40,377.77	3.17	1,234,572.23

C I T Y O F L I B E R T Y
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2023

21 -LIBERTY COMM. DEV. CORP.
LIBERTY COMMUNITY DEV

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	BUDGET BALANCE
		=====	=====	=====	=====	=====
	EXCESS REVENUES/EXPENDITURES	0.00	81,320.06	282,800.68	0.00	(282,800.68)
		=====	=====	=====	=====	=====

*** END OF REPORT ***

BALANCE SHEET

AS OF: DECEMBER 31ST, 2023

21 -LIBERTY COMM. DEV. CORP.

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
21-1-2110	CASH	2,622,983.22	
21-1-2199	DUE FROM GBG FOR SALES TAX	6,522.73	
21-1-2500	DUE FROM STATE	<u>180,636.05</u>	
			<u>2,810,142.00</u>
TOTAL ASSETS			2,810,142.00
=====			
LIABILITIES & EQUITY			
=====			
21-2-0220	AP PENDING-POOLED CASH	12,358.07	
21-2-0275	NOTE PAYABLE	337,502.35	
21-2-1111	ENCUMBRANCE	(765,355.70)	
21-2-1112	RESERVE FOR ENCUMBRANCE	765,355.70	
21-2-1113	PRIOR YEAR ENCUMBRANCE	271,273.70	
21-2-1114	PRIOR YEAR RESERVE ENCUMBRANCE	(271,273.70)	
21-2-2162	INTEREST PAYABLE	2,255.06	
21-2-2180	FUND BALANCE	<u>2,175,225.84</u>	
TOTAL LIABILITIES & EQUITY			<u>2,527,341.32</u>
TOTAL REVENUE		323,178.45	
TOTAL EXPENSES		<u>40,377.77</u>	
TOTAL REVENUE OVER/(UNDER) EXPENSES		282,800.68	
TOTAL EQUITY & REV. OVER/(UNDER) EXP.			<u>282,800.68</u>
TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			2,810,142.00
=====			



The City of Liberty
Liberty Community Development
Corporation

1829 Sam Houston
Liberty, TX 77575
www.cityofliberty.org

April Gilliland
City Secretary
936-336-3684

Meeting

~ Minutes ~

Tuesday, January 23, 2024

6:00 PM

City Council Chambers

I. CALL TO ORDER

This meeting was called to order on January 23, 2024 in the City Council Chambers, 1829 Sam Houston Street, Liberty, Texas at 6:00 p.m. by President Barbara Norwood.

A.

ATTENDEE NAME	PRESENT	ABSENT	LATE	ARRIVED
President Barbara Norwood	X			
Vice-President Michael Dorsett Jr.	X			
Secretary Kathrine McCarty	X			
Board Member Mark Campbell	X			
Board Member Dan VanDeventer	X			
Board Member Marsha LaFour	X			
Board Member Betty Runkle	X			

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / CITIZENS FORUM

Citizen Forum is reserved for members of the public who would like to address the LCDC Board regarding agenda and non-agenda items. Please be aware that, under Texas Law, the Board may not deliberate or take any action during citizens' comments for items not on the agenda. In some situations, City Staff may be able to respond to the public comment with a factual statement or clarification. The LCDC Board of Directors may have the item placed on a future agenda for action or refer the item to Management and Staff for study or conclusion.

President Norwood welcomed guests and visitors in attendance, opening the floor for public comment to those individuals wishing to address the board. There were no comments.

III. PRESENTATIONS / REPORTS

A. General Manager's Report - General Manager - Tom Warner, Topics include Business Facade Grant Program, Economic Development Agreements, Projects, Permits, Golf Course and Airport

City Manager Tom Warner reported on the following updates:

- Business Facade Grant Program
- Economic development agreements
- Commercial New Construction and Additions
- Commercial Renovation and Remodels

- Infrastructure Projects
- Commercial Upcoming Projects
- Golf Course
- Airport

B. Finance Report

Assistant City Manager / CFO Naomi Herrington reported on the LCDC financial statement as of November 30, 2023.

IV. CONSENT AGENDA

All consent items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests, and if such a request is made, the item will be removed from the Consent Agenda and considered in a normal sequence on the agenda.

A motion was made by Board Member McCarty to approve all items on the consent agenda. The motion was seconded by Board Member Campbell. The motion passed 7 to 0.

A. Minutes Approval

1. December 19, 2023

V. REGULAR AGENDA**A. Regular Session**

1. Hold a public hearing regarding the possible expenditure of funds.

At 6:11 p.m., President Norwood opened the Public Hearing regarding the expenditure of funds per Section 505.159 of the Local Government Code requires Type B Corporations to hold at least one public hearing prior to the expenditure of funds for projects. The administration recommends holding a public hearing regarding the possible expenditure of funds for the following projects:

1. Engineering and Design for Pickleball Courts
2. Construction of Pickleball Courts
3. Additional funding for Wildlife Fencing Project at the Airport
4. Utility and Public Safety Grant Program

The Public Hearing was closed at 6:12 p.m. with no public comments made.

2. LCDC Board of Directors consider the creation of the utilities and public safety grant program and allocate \$90,000 to the program.

On December 19, 2023, staff held a work session to review and discuss the creation of a new economic development program. The staff is recommending the creation of utilities and public safety improvement grant program. While the façade grant program focuses on the exterior of the building, the utilities and public safety grant program focuses on business expansion and interior safety improvements.

The program is modeled on the façade program; it will operate on a reimbursement basis and all requests for funding assistance must be approved by the LCDC Board of Directors.

A motion was made by Board Member Campbell to approve the creation of the utilities and public safety grant program and allocate \$90,000 to the program. The motion was seconded by Board Member VanDeventer. The motion passed 7 to 0.

3. LCDC Board of Directors consider transferring an additional \$34,450 to the Airport Fund for the city's local match for the Wildlife Fencing Project.

On May 16, 2023, LCDC allocated \$110,560 to the wildlife fencing project at the airport, which was based on an initial construction estimate of \$1,105,593 (Liberty's match for the project was 10%).

On January 3, 2024, City staff received the final designs of the construction plans, which also included a revised construction estimate of \$1,450,100.

Based on the revised estimate, the City's new local match is \$145,010, which will require an increase in funding of \$34,450.

The project was designed by KSA Engineers and will install 14,300 linear feet of 8-foot tall wildlife fencing with 3-strands of barbed wire.

A motion was made by Board Member McCarty to approve the transfer of additional funds in the amount of \$34,450 to the airport fund for the wildlife fencing project. The motion was seconded by Board Member LaFour. The motion passed 7 to 0.

4. Consider approving an agreement with Leavins Engineering & Design, LLC (LEAD) for \$40,000 for engineering and design services for Pickleball Courts and a Covered Pavilion at the Liberty Municipal Golf Course.

The City's Capital Improvement Plan includes the construction of a pavilion at the Golf Course. Additionally, the City Council has expressed interest in installing pickleball courts. One of the locations considered for the pavilion and pickleball courts is where the tennis courts were located on the grounds of the golf course. In response, staff is proposing a contract with Leavins Engineering & Design, LLC (LEAD) for the engineering and design of four pickleball courts and a covered pavilion at the Liberty Municipal Golf Course. This new amenity will provide additional recreational opportunities for the citizens of Liberty.

LEAD has submitted a proposal to prepare the plans, specifications, and contract documents to prepare the project for bidding. Broadly speaking, the project includes the demolition of the existing tennis courts at the golf course, re-pouring a slab that is approximately 120 x 90, installation and striping the pickleball surface and constructing a covered pavilion.

The construction of the amenities will require the solicitation of competitive bids since the estimated construction costs are likely to exceed \$50,000.

A motion was made by Board Member Runkle to approve an agreement with Leavins Engineering & Design, LLC for \$40,000 for engineering and design services for Pickleball Courts and a Covered Pavilion at the Liberty Municipal Golf Course. The motion was seconded by Board Member Dorsett. The motion passed 6 to 1.

B. Executive Session

At 6:47 p.m., President Norwood closed the open meeting and opened the Executive Session as authorized by Title 5, Chapter 551 of the Texas Government Code.

1. Texas Government Code §551.087 - Deliberation Regarding Economic Development Negotiations
 - Discussion regarding economic development negotiations

At 7:08 p.m., President Norwood closed the Executive Session and reconvened the open meeting. No action was taken.

VI. ADJOURNMENT

A. Motion To: Adjourn

With no further business to discuss, President Norwood adjourned the meeting at 7:09 p.m.

Barbara Norwood, President

ATTEST:

Kathrine McCarty, Secretary

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: February 20, 2024

Agenda Wording: Consider awarding a grant to the Health Center of Southeast Texas in the amount of \$2,375 related to the Business Façade Improvement Grant Program.

Department: Community Development

Subject: LCDC Business Façade Improvement Grant Program

Background: The Health Center of Southeast Texas (HCSET) owns the building located at 1400 N Travis and is proposing to make landscaping improvements to the exterior. HCSET is requesting reimbursement for façade improvements pursuant to the Business Façade Grant Program, which reimburses 50% of the cost of façade projects. Applicants are not reimbursed until after completion of the project.

HCSET has received two bids for their proposed project:

Precision Lawns = \$8,914.05

Ed's Tree, Lawn & Landscaping = \$4,750.00

HCSET's application is attached for your review. LCDC's proposed reimbursement of 50% of the total cost is based on the lowest bid received.

Funding Source: LCDC Operating Budget

Staff Recommendation: Staff recommends approval of the facade grant to HCSET.

Commercial Business Façade Improvement Grant Program Application

Applicant Name: Steven Racciato

Business Name: Health Center of Southeast Texas

Business Address: 1400 N. Travis St., Liberty TX 77575

Business Phone: 281-592-2224 ext. 218

Business Email: sracciato@hcset.com

Type of Working Being Completed (check all that apply):

☐ Façade Improvements (painting, brick repair, etc.)

☒ Landscaping

☐ Exterior Lighting

☐ Windows

☐ Doors

☐ Signage

☐ Awnings or Canopies

☐ Parking Lot

☐ Driveway

☐ Professional Services (architectural, etc.)

Total Estimated Cost of Proposed Improvements: \$ 4750 - 8900 ^{Approximately}

Estimated Start Date: 2/9/24

Estimated Completion Date: 2/18/24

Please include the following documentation with your application:

1. A narrative description of the project
2. Current photos of the building exterior
3. At least two (2) quotes or bids received from contractors or vendors
4. Approval from property owner to participate in the program (if required)

Applicant Signature: Steven Racciatto Date: 1-29-24

Note: LCDC will only reimburse 50% of the total estimated project cost, up to an amount not to exceed \$20,000.

RETURN COMPLETED APPLICATION HERE:

Liberty Community Development Corporation
ATTN: Chris Jarmon, Assistant City Manager
1829 Sam Houston
Liberty, Texas 77575



Health Center of Southeast Texas
307 N. William Barnett Ave., Cleveland, Texas 77327
(281) 592-2224

January 29, 2024

Liberty Community Development Corporation
ATTN: Chris Jarmon, Assistant City Manager
1829 Sam Houston
Liberty, Texas 77575

To whom it may concern,

We have a proposal for a project that would greatly benefit from a business facility improvement grant. The project aims to beautify and enhance the appearance of the exterior look of our facility by improving its landscaping, resulting in improved customer experience and community interaction.

The need for a grant arises from the fact that we are a nonprofit organization and serve all those who need healthcare regardless of the ability to pay. We also see those with Medicare, Medicaid, and private insurance so these improvements would benefit all. Allocating sufficient funds for facility upgrades and improvements can be a challenge at times.

The proposed project involves enhancing the landscaping of our business by incorporating elements such as a well-designed garden, trees, and flowers. Doing this will allow us to create a welcoming and visually pleasing environment that can be enjoyed by residents, visitors and passersby. The benefits of this project are numerous. By improving our landscaping, we would also have a more comfortable environment for customers, leading to increased customer satisfaction and loyalty.

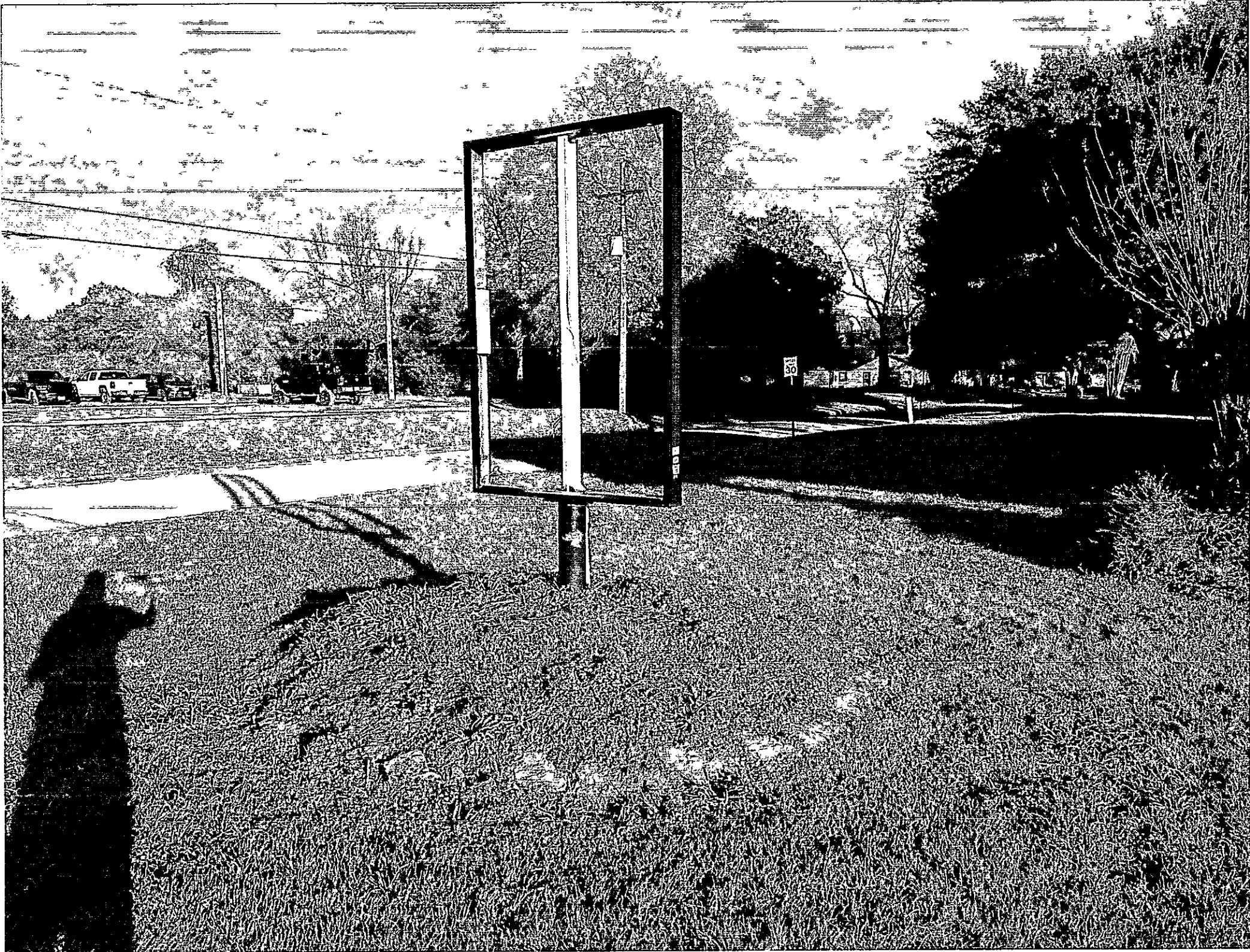
Furthermore, this project will contribute to the beautification of the community, attracting more customers and stimulating economic activity in the area.

I believe this project aligns with the goals of grant-making organizations that prioritize supporting small businesses, economic development, and community enhancement. By providing a business facility improvement grant, these organizations can play a crucial role in helping local businesses thrive and contribute to the overall economic growth of the community. We are confident that this proposal will resonate with grant-making organizations and result in significant positive outcomes for the business and the community as a whole.

Thank you.

Sincerely,

Steven Racciato
Executive Director
Health Center of Southeast Texas







Precision Lawns

Quote #1

Landscaping – Lawn Maintenance – Irrigation

Clayton Bracey P.O. Box 458 Dayton, TX 77535

936-258-0100 936-258-0102 fax

LI 9173 BPAT 12892 TDA 0590224

October 16, 2023

Proposal For: Healthcare Center of Southeast Texas
1400 N Travis
Liberty, TX 77575

c/o
Sidney Robinson
281-601-5478
srobinson@hcset.com

Precision Lawns will provide the labor and materials to reconstruct the landscape as depicted on the sketch and as noted below:

Landscape Service Notes

- All plants in the work area will be removed and discarded unless noted on the sketch.
- The existing stone borders will be re-set and will serve as the bed borders in the new landscape
- The Existing River Rock will be cleaned of debris with a blower, new river rock outflows will be installed as depicted on the sketch, the new river rock will be installed on woven fabric
- Once the new bed shapes are formed, they will be dressed with landscape soil, planted per the sketch and mulched with brown hardwood mulch.
- Drip tube will be installed in the landscape to aid in watering, the drip tubing will be connected to battery operated controller that will be connected to the water source located at the South entry of the building
- Landscape service also includes a one-time mow, weed-eat, edge and cleaning of property.

Plants and Materials

16 – 03 gallon – Ligustrum
02 – 03 gallon – Variegated Privet
05 – 03 gallon – Pink Drift Rose
21 – 03 gallon – Super Blue Liriope
Landscape soil
Brown Hardwood Mulch

Clayton Bracey, President
936-402-2854
bracey@precisionlawns.com

Trae Newkirk, Operations Manager
832-928-6972
newkirktrae@yahoo.com

LI 9173 BPAT 12892 TDA 0590224
b:precisionlawns.com

Precision Lawns

Landscaping – Lawn Maintenance – Irrigation

Clayton Bracey P.O. Box 458 Dayton, TX 77535

936-258-0100 936-258-0102 fax

LI 9173 BPAT 12892 TDA 0590224

1. Precision Lawns will furnish all labor and materials as listed above to complete the landscape project; however, unless this proposal specifically states otherwise, the Customer acknowledges that the proposal does not include:

- Maintenance of the Landscape or any other "green" areas after the completion of the job.
- There will be one service visit sixty days after project completion to inspect the beds/turf.
- The cost of correcting or dealing with any unforeseen problems such as stumps, water lines, sewer lines, buried pavement, drainage lines, or utilities around the landscape areas will result in additional charges to the customer.
- Delays and/or any additional costs that are necessary to complete the work due to any of the unforeseen problems will be negotiated with the customer prior to proceeding with the work.

2. There shall be no verbal change orders to the scope of work. If the customer desires a change in the scope of work, the customer and Precision Lawns shall draft a written change order. Additional fees will be charged for changes in the agreed upon plan. Change orders will be based on \$54.16 an hour per working man plus the MSRP of the needed materials. Both parties shall sign the agreement and the agreement will serve as a Rider to this proposal.

3. Construction will commence promptly after acceptance of the proposal and upon completion of final grade by others, permitting and marking of all utility lines. Your patience is greatly appreciated in the event of rescheduling due to weather delays. Except for weather delays, work will be performed continuously until completion. Work will be performed during normal work hours (8-5) and workdays (Monday-Friday). Precision Lawns will keep the job site orderly during construction and clean up at the end of each day.

4. Precision Lawns represents and warrants (i) the landscape project will be performed by personnel in a professional manner who have the appropriate expertise, experience, capability and specialized knowledge necessary for the project; (ii) the landscape project will be provided in accordance with the terms and service levels in the proposal and the design/plan; (iii) it has or shall obtain, at its expense, before performing any services, all necessary registrations, certificates, permits, licenses and authorizations to conduct business and perform the services and (iv) will comply with all laws that are applicable to this work.

5. Precision Lawns shall assume all liability for the safety and protection of its personnel performing the services, as well as any third parties Precision Lawns allows to access the work site. Precision Lawns shall provide all protective gear, any insurance, workers compensation, or other social insurance required by law or deemed necessary by Precision Lawns for the protection and medical treatment of its personnel. Precision Lawns and its employees shall make no claims against the Customer or the Customer's insurance for injury or death arising out of the services covered by this agreement. Precision Lawns shall indemnify the Customer from any such claims.

6. Landscape warranty is for new plants only and only covers plant death due to unknown inferior quality. This warranty is valid for 90 days. Landscapes without irrigation have no warranty. Transplants have no warranty. Precision Lawns is not responsible for plant death due to any acts of nature or negligence by the customer. Theft and vandalism are not covered under this warranty. It is the customer's responsibility to make sure the plants receive adequate water. Dirt work has no warranty.

7. There will be a one-year parts and labor warranty on any new system or repairs made by Precision Lawns. This warranty only covers manufacturing defects and faults in installation done by Precision Lawns. Precision Lawns is not responsible for and does not warranty any work or improper installation, per TCEQ specifications, by other contractors. Shall any new system or repair be abused, tampered with, altered, or improperly maintained the warranty will be void. Precision Lawns will not be responsible for and does not warranty any damage caused by extraordinary acts of nature or vandalism. Should the purchaser have any complaints about the proficiency of the system, repair or the contractor, TCEQ should be contacted. "Irrigation in Texas is Regulated by the Texas Commission on Environmental Quality, P.O. Box 13087, Austin, Texas 78711-3087.

Clayton Bracey, President
936-402-2854
bracevclayton@yahoo.com

Trae Newkirk, Operations Manager
832-928-6972
newkirktrae@yahoo.com

LI 9173 BPAT 12892 TDA 0590224
bprecisionlawns.com

Precision Lawns

Landscaping – Lawn Maintenance – Irrigation

Clayton Bracey P.O. Box 458 Dayton, TX 77535

936-258-0100 936-258-0102 fax

LI 9173 BPAT 12892 TDA 0590224

Service Fees:

Landscape

\$8,914.05 (non-taxable)

Thank you for your consideration of this proposal. We look forward to working with you on the project. Please feel free to call if you have any questions.

Sincerely,

Clayton Bracey
President, C.N.B.N.C., Inc.

Accepted By: _____

Date: _____

Phone Number: _____

Clayton Bracey, President
936-402-2854
bracevclayton@yahoo.com

Trae Newkirk, Operations Manager
832-928-6972
newkirktrae@yahoo.com

LI 9173 BPAT 12892 TDA 0590224
bprecisionlawns.com

Healthcare Center of Southeast Texas 1400 N. Travis

Robinson, D. H. set. com
28.60 - 547.8

Notes

- Install 1/2" P.S. 3/4" thick
change where needed to better
fit the site

Bed's shape will be the same
this may be slightly altered to
enhance aesthetic appeal

* Clean River Rock on East Side of Building
by the Parking Area

Berliniana

Blind

Use point of connection
here to install drop
base in bed. Drop base
will be installed under
bed and will assist in
controlling the landscape.
The drop base will be
controlled by a battery
operated controller.

Entry

Add 2" Riv. Rib
Outlets Here

5-3/4" L. Limestone

Strawman Existing
Rock Borders

5-3/4" L. Riv. Rib
Outlets Here

2-3/4" L. Vertical
Pipes

Existing Cipe

Clean Existing Riv. Rib

7-3/4" L. Limestone

Add 2" Riv. Rib
Outlets Here

4-3/4" L. Limestone

Match Bed
to Brain Mtn

9-3/4" L. Limestone

Strawman Rock Borders

5-3/4" L. Limestone

← N. Travis Street →

↑ Magnolia Street ↓



12-3/4" L. Limestone

ED'S

Quote #2

Tree, Lawn & Landscaping

Residential **INSURED** Commercial



Ed Smith
936-257-8600

Coffee Inn
281-427-9461

Sept 27-23
P.O. Box 2091
Mont Belvieu, TX 77580

Customer: 405E Houston (Sidney)

Address: 14700 N. TRAVIS Liberty TX 77575

Phone: 281-601-5478

Price

Remove plants and clean beds
and replace with new plants

Purple Phlox 12 - 3 gal 360.00

Agapanthus 16 - 3 gal 480.00

Dark Rose 12 - 3 gal 360.00

Aster 16 - 1 gal 160.00

Perennial Flowers 350.00

3 yds Black mulch 120.00

Subtotal 1,750.00

Labor 3,000.00

Subtotal

Tax

TOTAL 4,750.00

GENERAL WARRANTY DEED

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

THE STATE OF TEXAS X
COUNTY OF LIBERTY X KNOW ALL MEN BY THESE PRESENTS:

THAT THE UNDERSIGNED, TRACY A. WILLIAMS and spouse, TIMOTHY M. WILLIAMS, hereinafter referred to as "Grantor," whether one or more, for and in consideration of the sum of TEN DOLLARS (\$10.00) cash, and other valuable consideration in hand paid by the Grantee, herein named, the receipt and sufficiency of which is hereby fully acknowledged and confessed, has GRANTED, SOLD AND CONVEYED, and by these presents, subject to the reservations and exceptions hereinafter contained, does hereby GRANT, SELL AND CONVEY unto HEALTH CENTER OF SOUTHEAST TEXAS, hereinafter referred to as the "Grantee," whether one or more, the real property described as follows, to-wit:

Being the South Forty Feet (S. 40') of Lot Four (4), and all of Lot Five (5), in Block Twenty (20) of ELMETT PARTLOW SUBDIVISION OF THE CITY OF LIBERTY, Liberty County, Texas, according to the map or plat thereof recorded in Volume 1, Page 77 of the Map Records of Liberty County, Texas

This conveyance, however, is made and accepted subject to any and all validly existing restrictions, encumbrances, easements and conditions, if any, relating to the hereinabove described property as now reflected by the records of the County Clerk of LIBERTY County, Texas.

TO HAVE AND TO HOLD the above described premises, together with all and singular the rights and appurtenances thereto in anywise belonging unto the said Grantee, Grantee's heirs,

executors, administrators, successors and/or assigns forever; and Grantor does hereby bind Grantor's heirs, executors, administrators, successors and/or assigns to WARRANT AND FOREVER DEFEND all and singular the said premises unto the said Grantee, Grantee's heirs, executors, administrators, successors and/or assigns, against every person whomsoever claiming or to claim the same or any part thereof.

Taxes for the year 2022 have been prorated as of the date of this date; payment thereof shall be assumed by Grantee.

EXECUTED, this the 28 day of October, 2022.

Tracy A. Williams
TIMOTHY M. WILLIAMS
TIMOTHY M. WILLIAMS

STATE OF TEXAS X
COUNTY OF CHAMBERS X

BEFORE ME, the undersigned authority, a Notary Public, on this day personally appeared TRACY A. WILLIAMS and spouse, TIMOTHY M. WILLIAMS, known to me/proved to me through Driver's License, to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 28 day of October, 2022.

Notary Public, State of Texas

GF# RSG2202724 33/sd
Grantee's Mailing Address:

307 N. William Bessett Ave.
Cleveland, TX 77327

Property Description: 1400 N TRAVIS, Acres: 0.3444, Legal Description: PARTLOW LUIS BLOCK 20 LOT 5 P, 1.4 ACRES 3444

Richard Brown
TAX ASSESSOR-COLLECTOR

2022 PROPERTY TAX STATEMENT

Property Account Number: 63403
Owner Name: WILLIAMS TIMOTHY M & TRACY A

Liberty County Tax Office (936) 336-4833
Cleveland Annex (936) 335-8416
Dayton Annex (936) 258-4705

Exemptions: Assessment Ratio 100%

Improvement	Market Value	Land	Market Value	Non-Habitat	Market Value	Non-Habitat	Market Value	Market Value	Market Value
177,780	34,850	177,780	34,850	0	0	0	0	212,430	212,430

Taxing Entity	Amount	Taxable Value	Rate	Amount
CITY OF LIBERTY	0	212,430	0.612000	1,300.07
LIBERTY COUNTY	0	212,430	0.479000	1,019.45
LIBERTY CO HD #1	0	212,430	0.077700	165.06
NAVIGATION SOUTH	0	212,430	0.010000	21.24
LIBERTY ISD	0	212,430	7.160000	2,404.19
WATER DISTRICT #5	0	212,430	0.087640	186.17

TOTAL ANNUAL TAXES DUE ON OR BEFORE JANUARY 31 \$5,150.18

NOTE: None of these taxing units offer early payment discounts. Assessment ratio for all taxing units is 100%. Property taxes in Texas are assessed as of January 1st each year and cover a period of one year from that date. You have until January 31 to pay your taxes without penalty and interest. If you don't make your FULL tax payment by January 31, you will be charged penalty and interest starting February 1 on any unpaid balance.

If you have a question about your property's appraised value, exemptions, or whether the property is taxable, please contact the Liberty County Central Appraisal District (CAD) at P.O. Box 10016, Liberty, TX 77575, phone (936) 336-5722.

EXEMPTIONS: Carefully review the exemptions (if any) which are shown on your statement. If there are any changes, please contact the Central Appraisal District. Exemptions are very limited and do not apply to all taxing jurisdictions.

TO PAY BY CREDIT CARD VISIT <http://www.libertytax.com> (THERE WILL BE A SERVICE FEE CHARGED FOR USING YOUR CREDIT CARD). Make your payment to P.O. Box 10086 Liberty, Texas 77575.

(RECEIPT WILL BE ISSUED UPON REQUEST)

Pay online with a Check
Visit our website for eCheck and credit card payments
<http://www.libertytax.com>
For payment by phone, call (800) 540-1010.
Use Bureau Code #1895013

Taxpayers who were 65 years of age or older, or disabled on January 1, 2022 and have filed an application for exemption may pay the taxes on their HOMESTEAD in four equal installments. Contact your Tax Office for more information.

Payment Amount	Due Date
0.000	1st January 31, 2023
0.000	2nd March 31, 2023
0.000	3rd May 31, 2023
0.000	4th July 31, 2023

Richard Brown, TAC
Liberty County Tax Office
P.O. Box 10286
Liberty, TX 77575
(936) 336-4833

2022 Tax Year
Original Notice

FOR A RETURN RECEIPT CHECK HERE

Penalty & Interest if Not Paid by January 31, 2023

Month	Rate	Amount Due
FEB	7%	6,517.09
MAR	6%	6,620.31
APR	11%	6,723.31
MAY	12%	6,826.31
JUN	10%	6,929.31

LIBERTY COUNTY TAX OFFICE
PO BOX 10286
LIBERTY TX 77575-7788

CITY OF LIBERTY

Liberty Community Development Corporation Agenda Item Form

Meeting Date: February 20, 2024

Agenda Wording: Consider awarding a grant to Ali Zolfaghari in the amount of \$9,467.50 related to the Business Façade Improvement Grant Program.

Department: Community Development

Subject: LCDC Business Façade Improvement Grant Program

Background: Ali Zolfaghari recently purchase the Sandune Manufactured Home Park at 4505 Sandune and is proposing to make landscape, signage and driveway improvements to the property. Mr. Zolfaghari is requesting reimbursement for façade improvements pursuant to the Business Façade Grant Program, which reimburses 50% of the cost of façade projects. Applicants are not reimbursed until after completion of the project.

Mr. Zolfaghari has received two bids for his proposed project:

Lone Star Property Works = \$19,895.00

Texas Landscape Group = \$18,935.00

Mr. Zolfaghari's application is attached for your review. LCDC's proposed reimbursement of 50% of the total cost is based on the lowest bid received.

Each manufactured home on the property is allowed a one-time change out.

Funding Source: LCDC Operating Budget

Staff Recommendation: Staff recommends approval of the facade grant to Ali Zolfaghari

Commercial Business Façade Improvement Grant Program Application

Applicant Name: Ali John Zolfaghari

Business Name: Fairlake Properties LLC

Business Address: 4505 Sandune Rd Liberty, Tx 77575

Business Phone: 805-889-3016 Business Email: John@empirevmarine.com

Type of Working Being Completed (check all that apply):

☐ Façade Improvements (painting, brick repair, etc.)

☒ Landscaping

☐ Exterior Lighting

☐ Windows

☐ Doors

☒ Signage

☐ Awnings or Canopies

☐ Parking Lot

☒ Driveway

☒ Professional Services (architectural, etc.)

Total Estimated Cost of Proposed Improvements: \$ 19,895

Estimated Start Date: January 15th 2024

Estimated Completion Date: January 19th 2024

Please include the following documentation with your application:

1. A narrative description of the project
2. Current photos of the building exterior
3. At least two (2) quotes or bids received from contractors or vendors
4. Approval from property owner to participate in the program (if required)

Applicant Signature:  Date: January 5th 2024

Note: LCDC will only reimburse 50% of the total estimated project cost, up to an amount not to exceed \$20,000.

RETURN COMPLETED APPLICATION HERE:

Liberty Community Development Corporation
ATTN: Chris Jarmon, Assistant City Manager
1829 Sam Houston
Liberty, Texas 77575
cjarmon@cityofliberty.org

ESTIMATE



Prepared For

John Zolfaghari
4505 Sandune Rd
Liberty, Texas 77575

Texan Landscape Group

Phone: (832) 248-8428

Estimate # 280

Date 01/04/2024

Description

Total

Fence Installation	\$5,040.00
--------------------	------------

Scope of work:

- Installing 140 ft of 6ft privacy fence with rot board

Material:

- Cedar pickets
- Treated wood frame

Tree Removal	\$2,875.00
--------------	------------

Scope of work:

- Remove existing trees from front area of property
- All debri left to be hauled away from city

Limestone Driveway	\$2,665.00
--------------------	------------

Measurements:

- 40ft x 15ft

Material:

- White Crush Limestone

Scope of work:

- Spread Crush Limestone with skid steer
- Run over & Compact Limestone with plate compacter

New mailbox area	\$1,755.00
------------------	------------

Scope of work:

- Replacing old mailbox and mailbox frame with new material like old one

Sign Entrance

Design will follow like picture provided

\$6,600.00



Subtotal	\$18,935.00
Total	\$18,935.00

By signing this document, the customer agrees to the services and conditions outlined in this document.

John Zolfaghari

ESTIMATE



Prepared For

John Zolfaghari
4505 Sandune Rd
Liberty, Texas 77575

Lone Star Property Works

Phone: (713) 515-9448

Email: lonestarpropertyworks@gmail.com

Estimate # 405

Date 01/03/2024

Description

STEP 1.) Demo & Tree Removal

Scope of work:

- Cut out all brush & trees in front of park entrance
- Haul away debris off site

Total Cost: \$2,100



STEP2.) Fence Installation

Fence Type:

4ft tall, 4 rail cattle board fence with white stain

Measurements: 140 feet total

Material:

- 4x4x6 post
- 1x6x16 cattle boards
- 80lb concrete mix
- White exterior paint

Total Cost: \$3,750



STEP 3.) Entrance Sign & Landscape

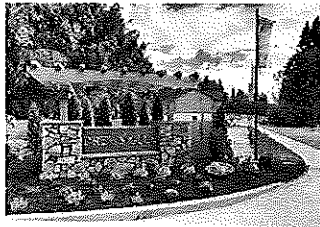
Material:

- Cedar 2x6x16's
- Limestone Chop stone
- Medium select moss rock
- 4 Boulders
- Sign decor & lettering

Plant List:

- Pink Muhly
- Lantanas
- Texas Sage

Total Cost: \$7,225

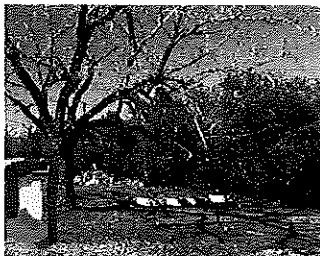


STEP 4.) New Mailbox Area

Material:

- 16 Door Black Florence Cluster Mailbox
- Custom 4x6 treated wood pergola
- 4x6 Concrete pad

Total Cost: \$3,500



STEP 5.) Driveway Entrance Fill In

Material: Crushed Concrete

Scope of Work:

- Fill in holes in existing driveway
- Compact over crushed concrete

Total Cost: \$1,400



STEP 6.) Finishing Landscape

Scope of Work:

- Plant a live oak lined up 5 feet away from fence 12 feet apart

Tree List:

- Ten 30g Live oak trees

Total Cost: \$1,920



Subtotal	\$19,895.00
Total	\$19,895.00

By signing this document, the customer agrees to the services and conditions outlined in this document.

A handwritten signature in black ink, appearing to be the initials 'AG' in a stylized, cursive font.

Signed on: 01/04/2024
Austin Gallegos

John Zolfaghari